Designee Management: Selection, Appointment, and Renewal (SAR)

Presented to: 2006 Designee Conference

By: Carl Mittag, Manager, ASW-170

Date: May 24, 2006

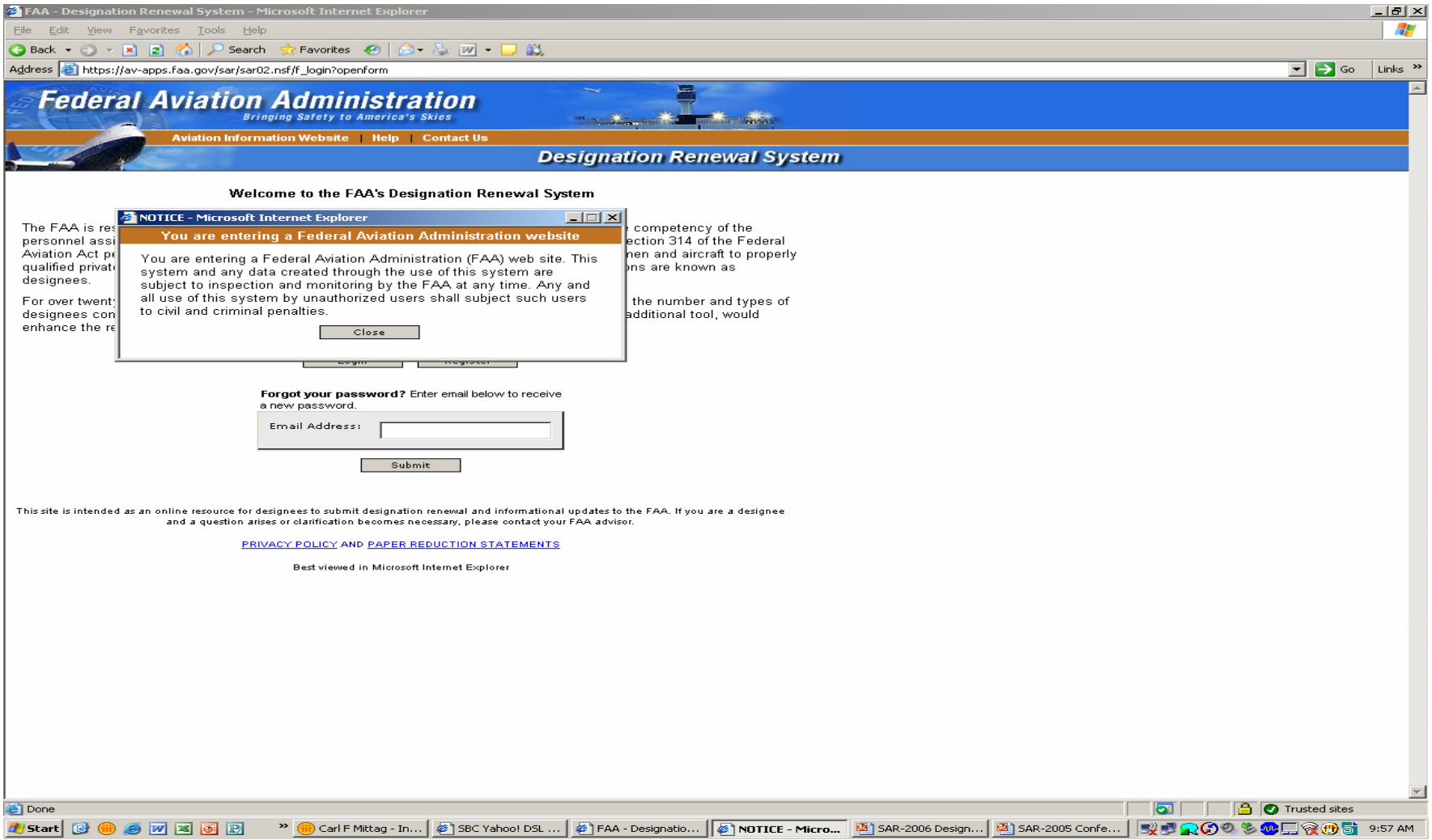
Introduction

- The Selection, Appointment and Renewal system (SAR) was designed to provide the automation of Designee Management within Aircraft Certification (AIR) and complement the Designee Information Network (DIN).
- The need to automate Designee Management for all Aviation Safety (AVS) Organizations (Aircraft Certification, Medical and Flight Standards) led AIR to the decision to automate the renewal component of SAR.
- SAR is a web-based application accessed through your internet browser.
- Information entered into SAR by the designee, and the actions taken by the advisor, DPC, and reviewer are saved to DIN once they are approved.

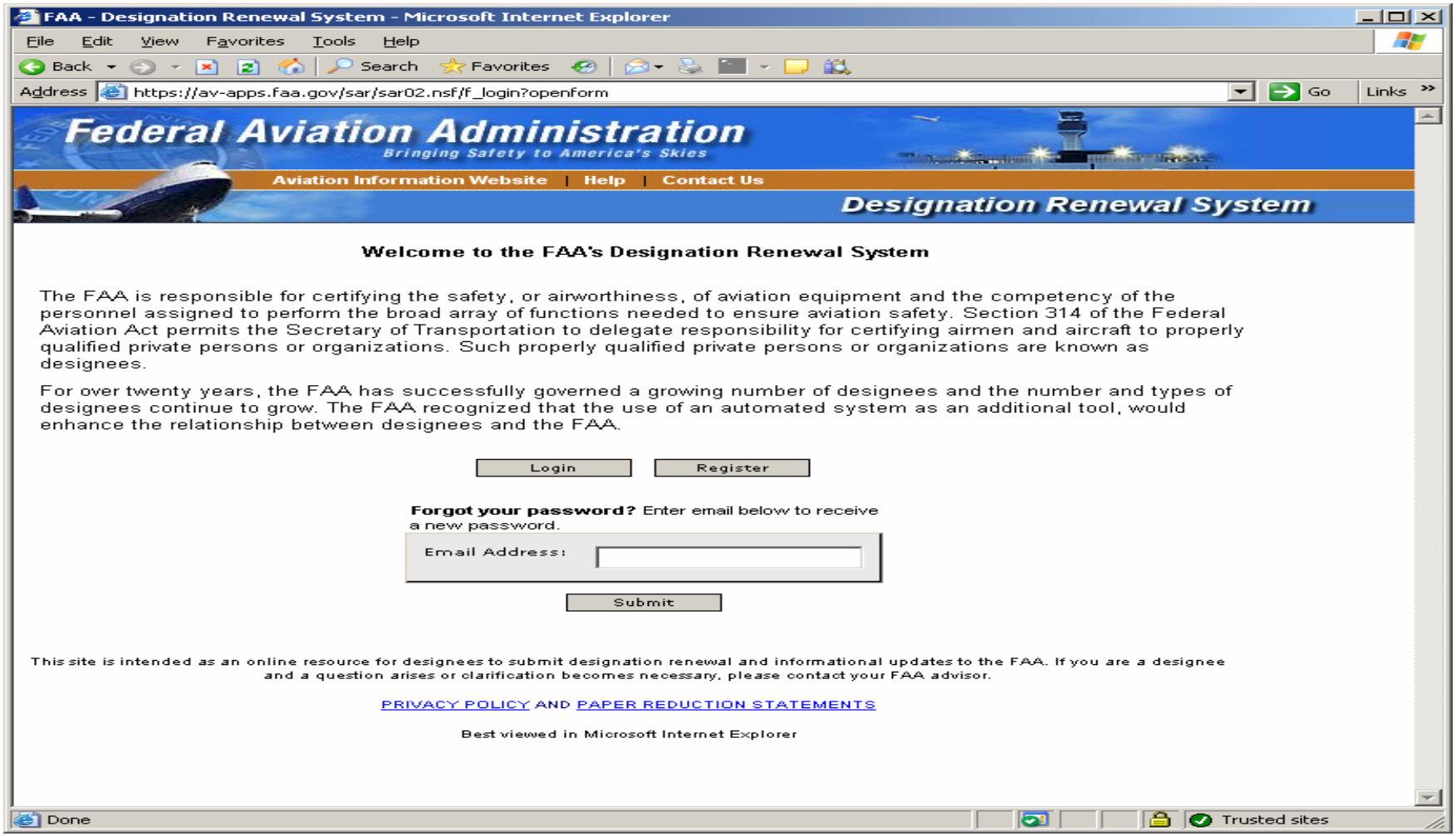
Policy

- FAA Order 8100.8B, Designee Management Handbook, Dated 09/30/2004
  - Para. 1000. b. **Automation of the Renewal Process**.
    - Allows the electronic exchange of information
  - Para. 1000. b. (2) **Designee Users**.
    - Mandates Renewal Process usage for all AIR designees.
    - Online system enables designees to maintain their personal data and make requests for renewal.
    - Allows for exceptions to mandatory use at the managing office level.

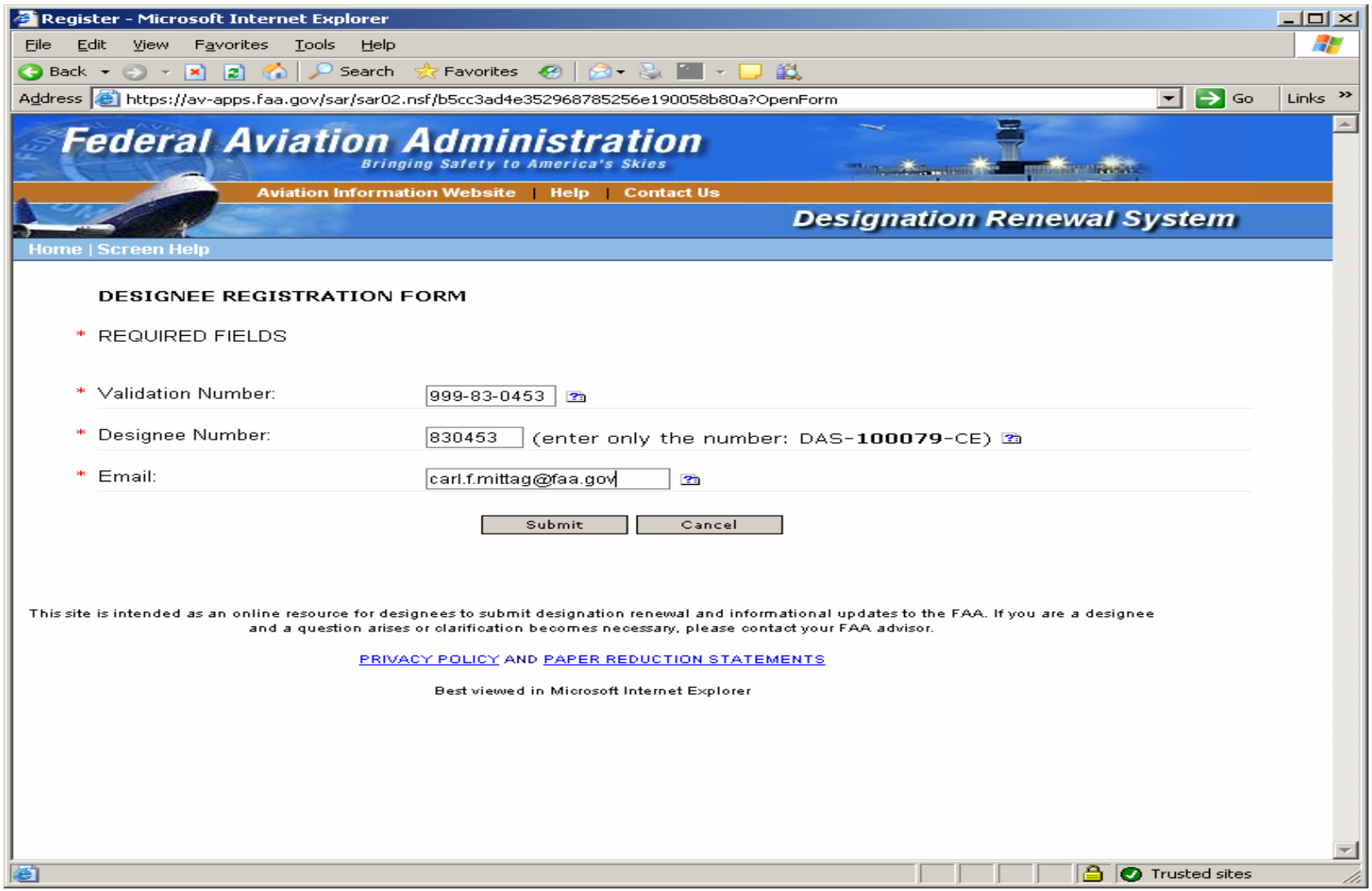
Designee Welcome Screen



Designee Welcome Screen



Designee Registration Screen



Registration Email

- **AVRAACEXTPRDN2/Servers/FAA AVR EXT%FAA_AVR_EXT@gps2.airweb.faa.gov**

Dear Test:

Your registration for the SAR system, submitted on 05/09/2006 has been successfully processed.

Your username is: carl.f.mittag@faa.gov
Your password is: kragbres554

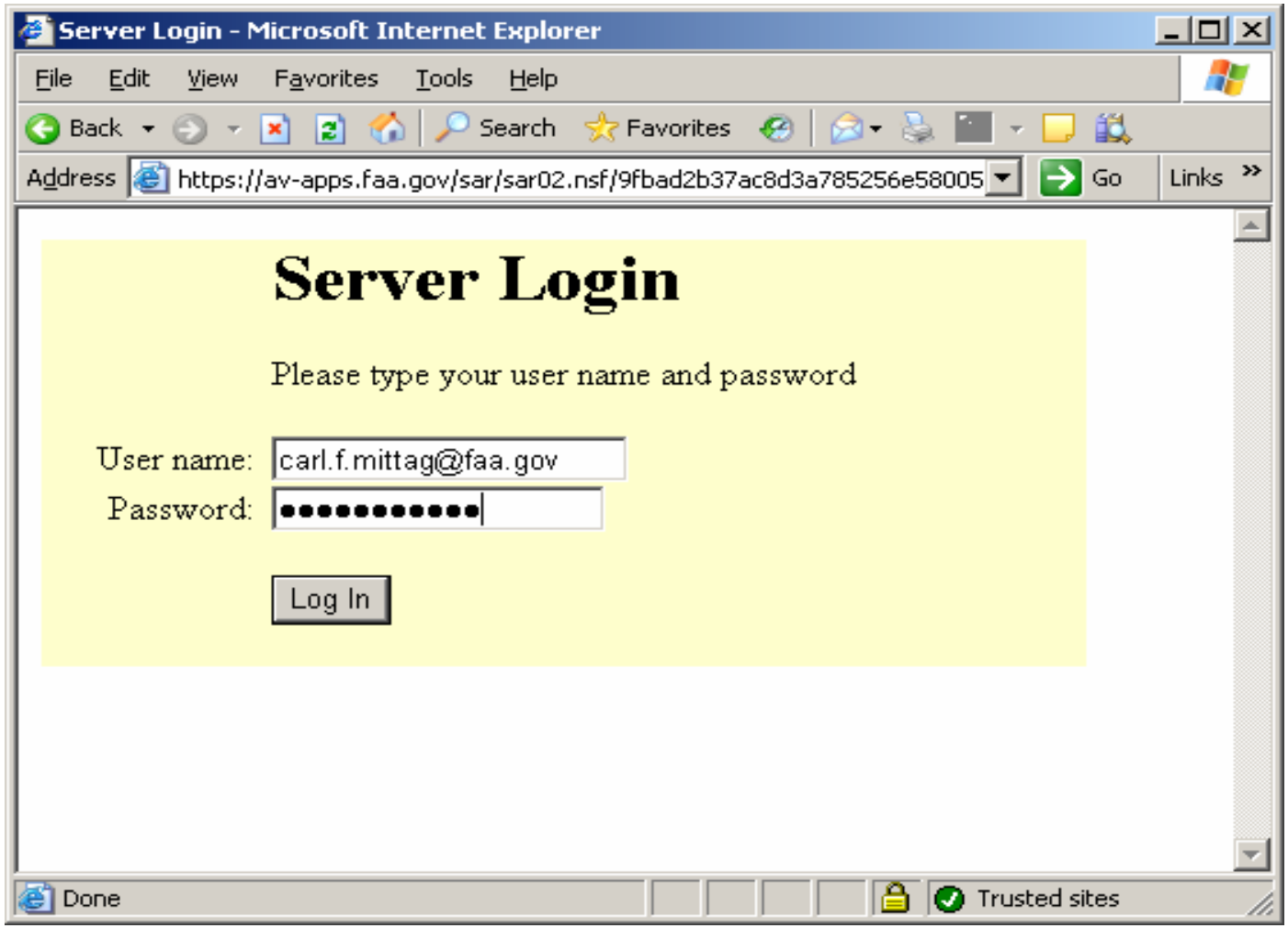
Use this link to log in to the SAR system:

https://av-apps.faa.gov/sar/sar02.nsf/F_Login?OpenForm

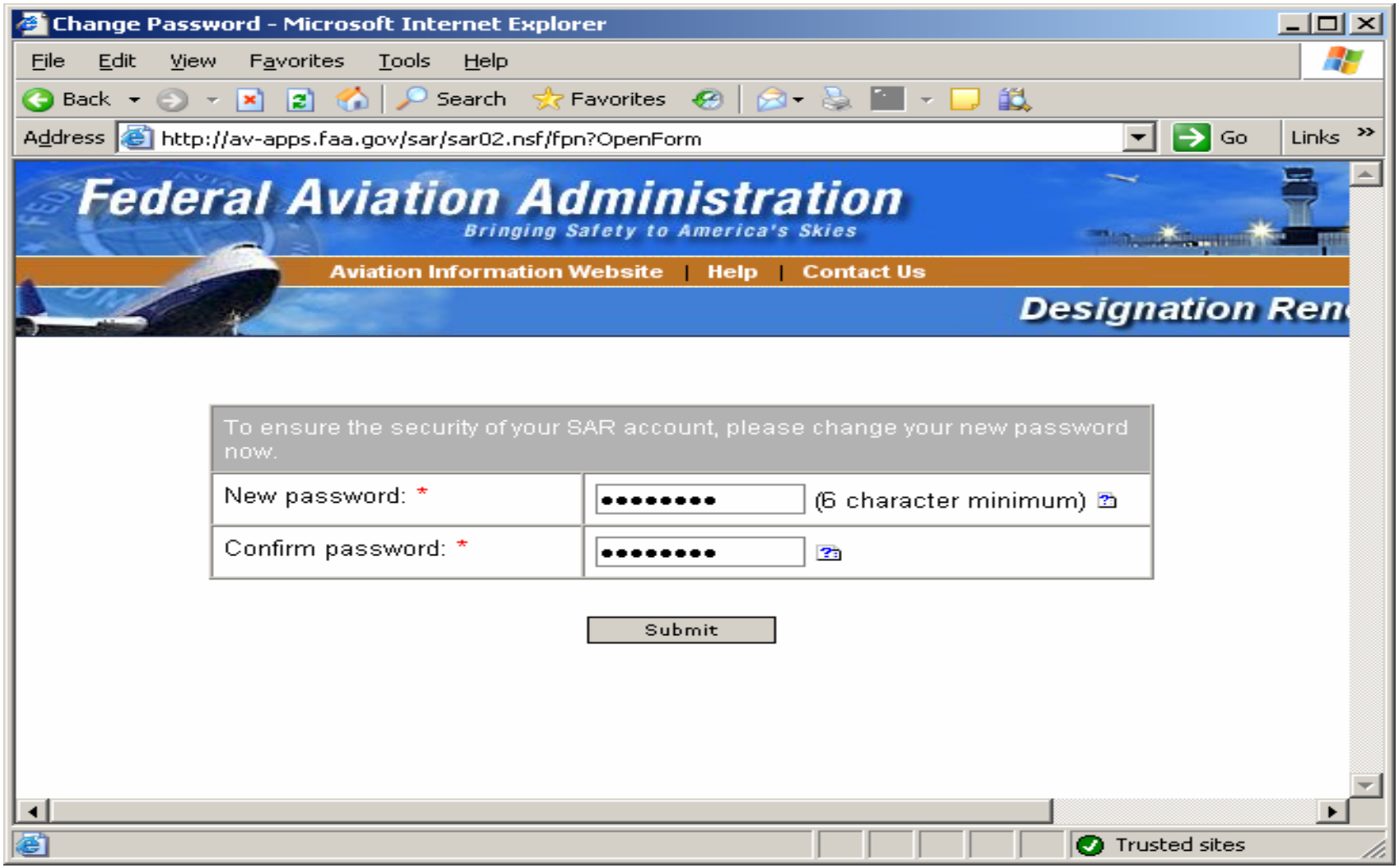
If you have questions about SAR, please do not reply to this address, instead send your questions to Sean.Torpey@faa.gov

Thank you.

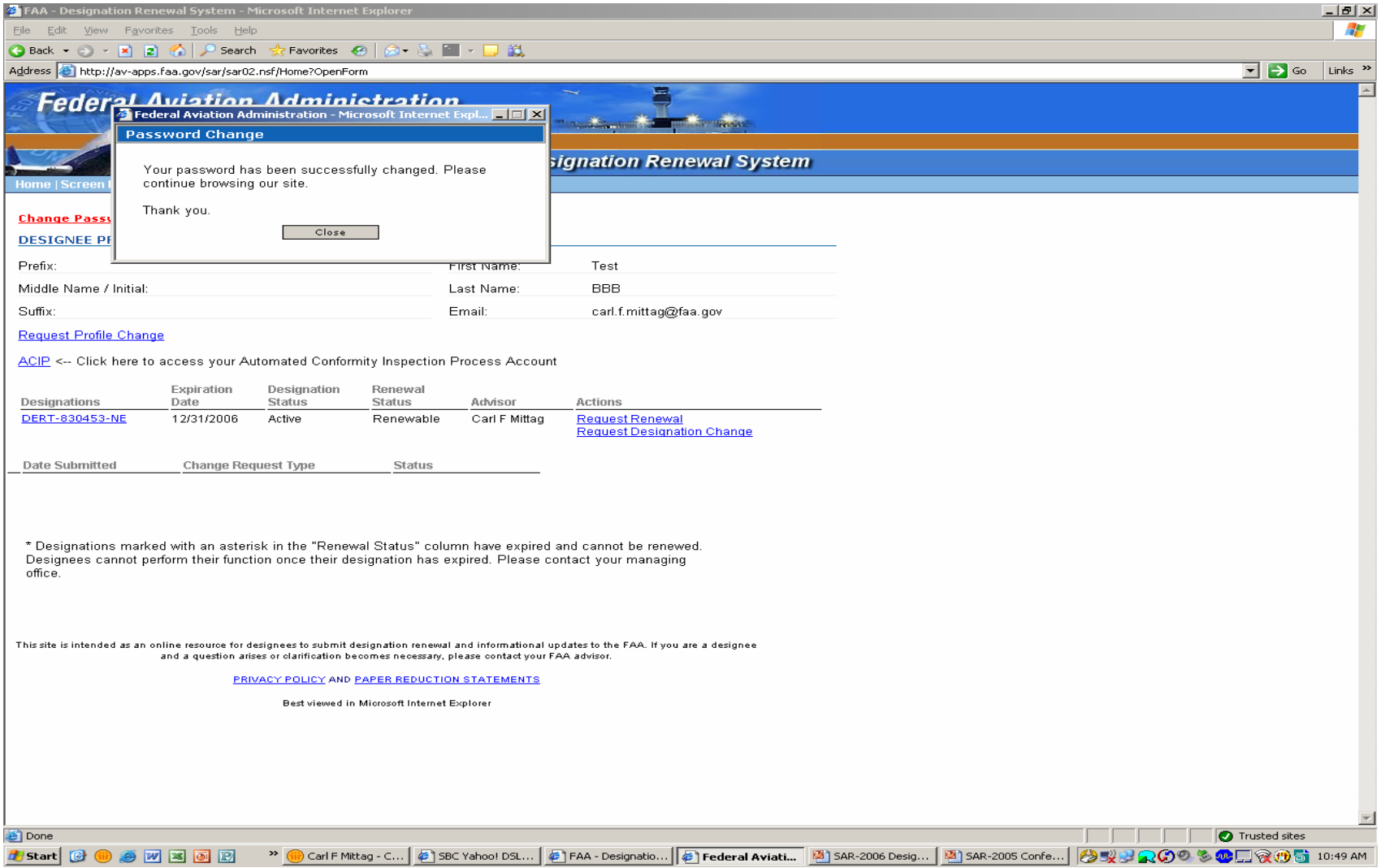
Login Screen



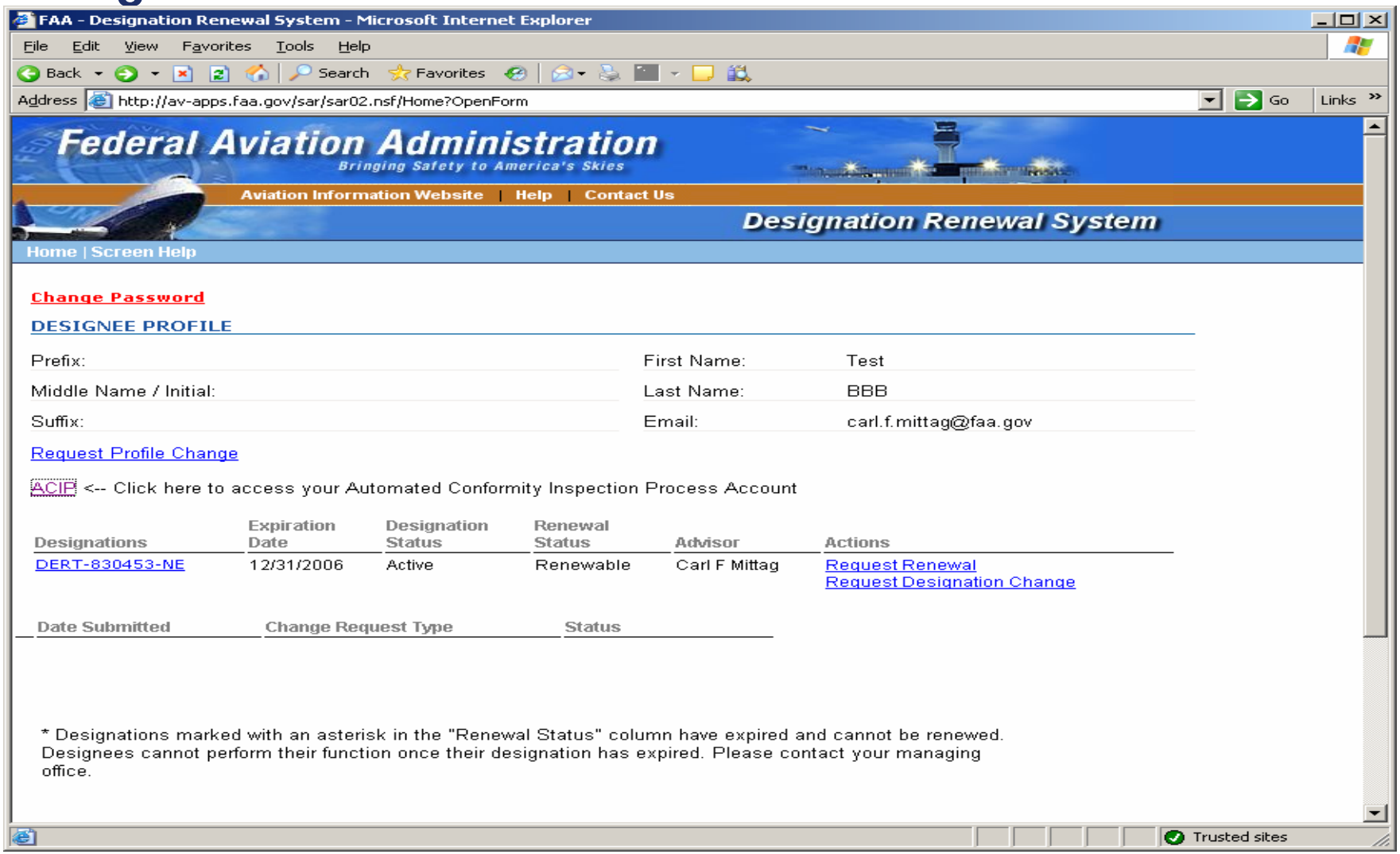
Password Change After First Login



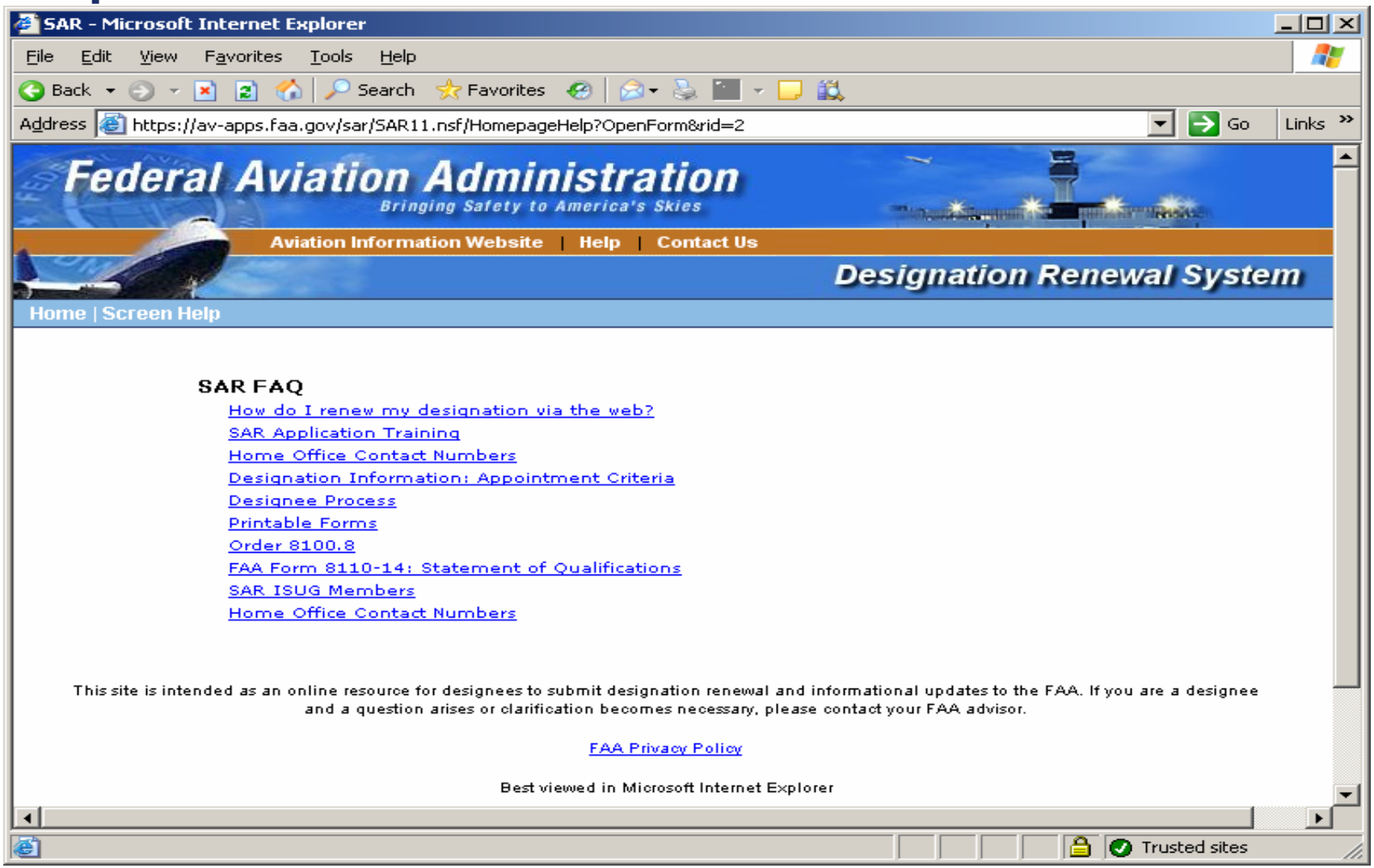
Password Change Notification



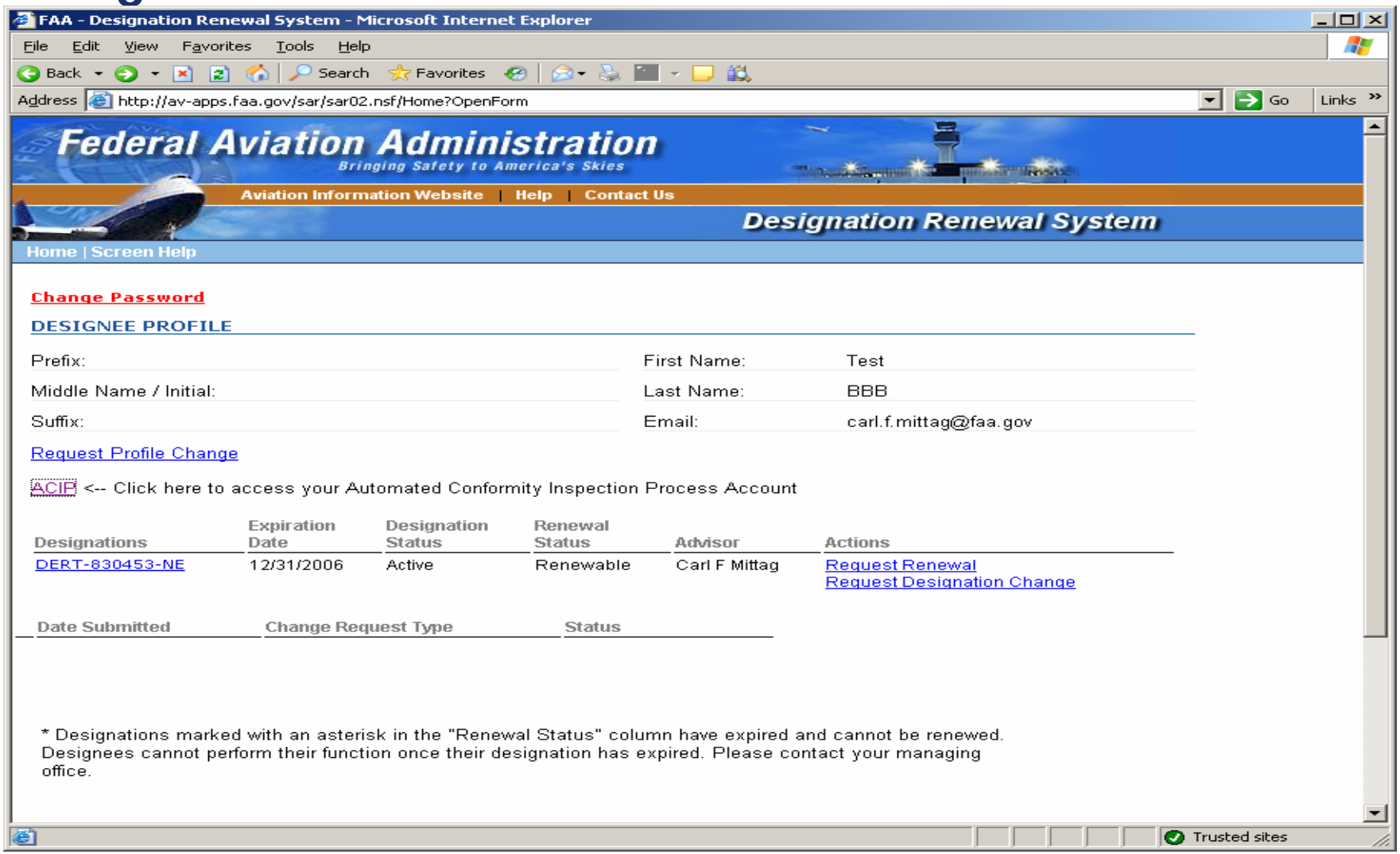
Designee Profile Screen



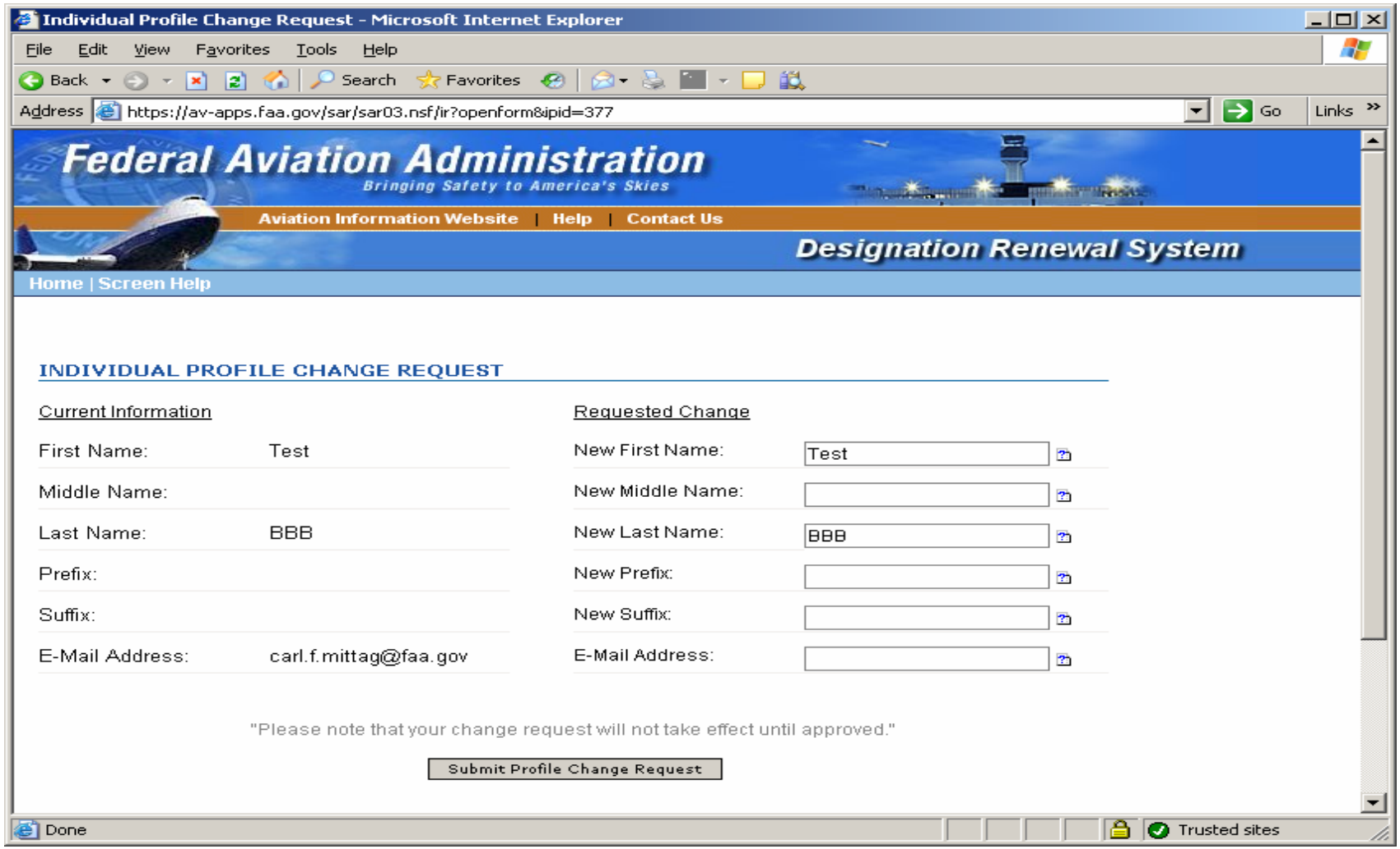
Help Screen


SAR - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://av-apps.faa.gov/sar/SAR11.nsf/HomepageHelp?OpenForm&rid=2
Go Links
Federal Aviation Administration
Bringing Safety to America's Skies
Aviation Information Website | Help | Contact Us
Designation Renewal System
Home | Screen Help
SAR FAQ
How do I renew my designation via the web?
SAR Application Training
Home Office Contact Numbers
Designation Information: Appointment Criteria
Designee Process
Printable Forms
Order 8100.8
FAA Form 8110-14: Statement of Qualifications
SAR ISUG Members
Home Office Contact Numbers
This site is intended as an online resource for designees to submit designation renewal and informational updates to the FAA. If you are a designee and a question arises or clarification becomes necessary, please contact your FAA advisor.
FAA Privacy Policy
Best viewed in Microsoft Internet Explorer
Trusted sites

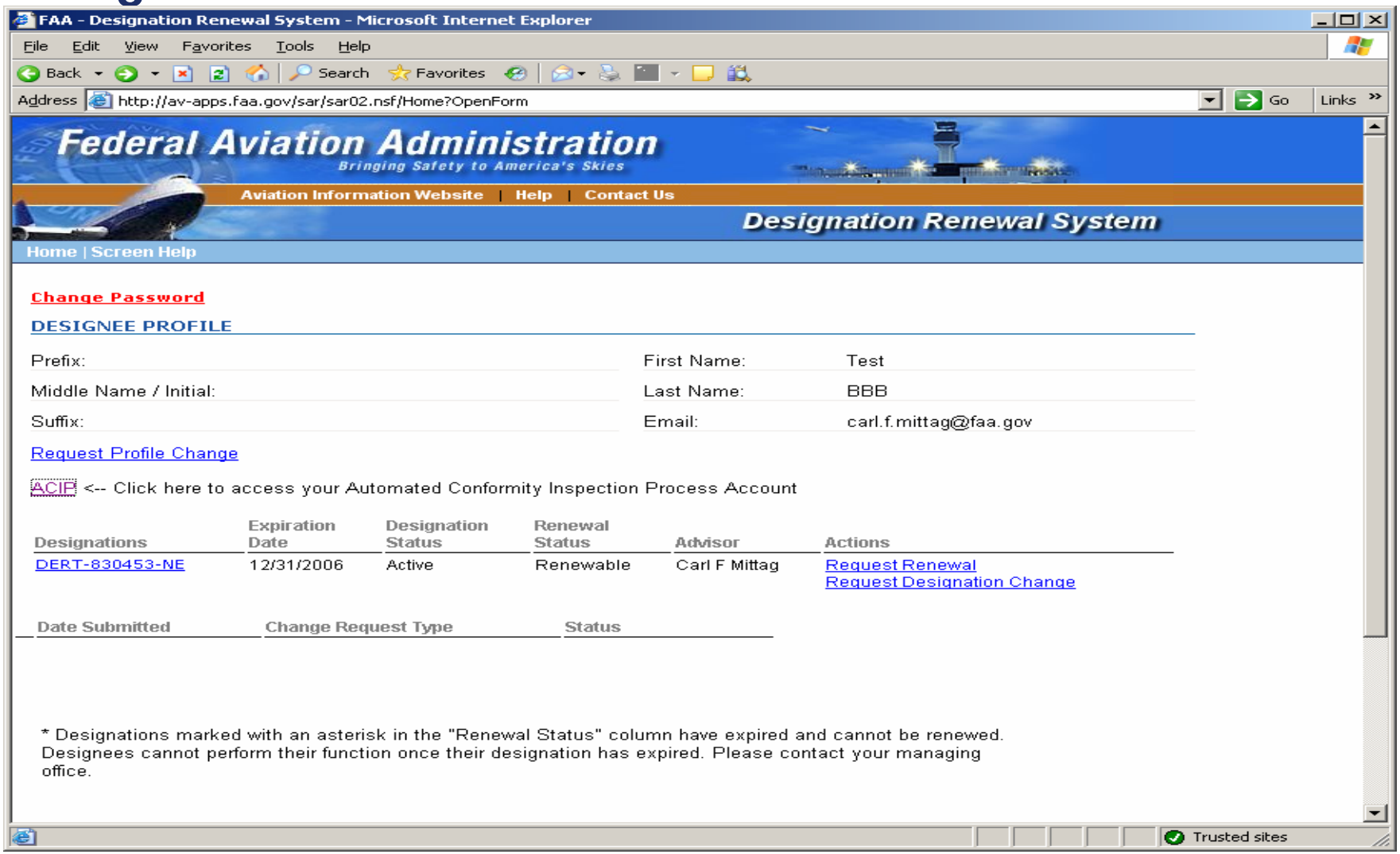
Designee Profile Screen



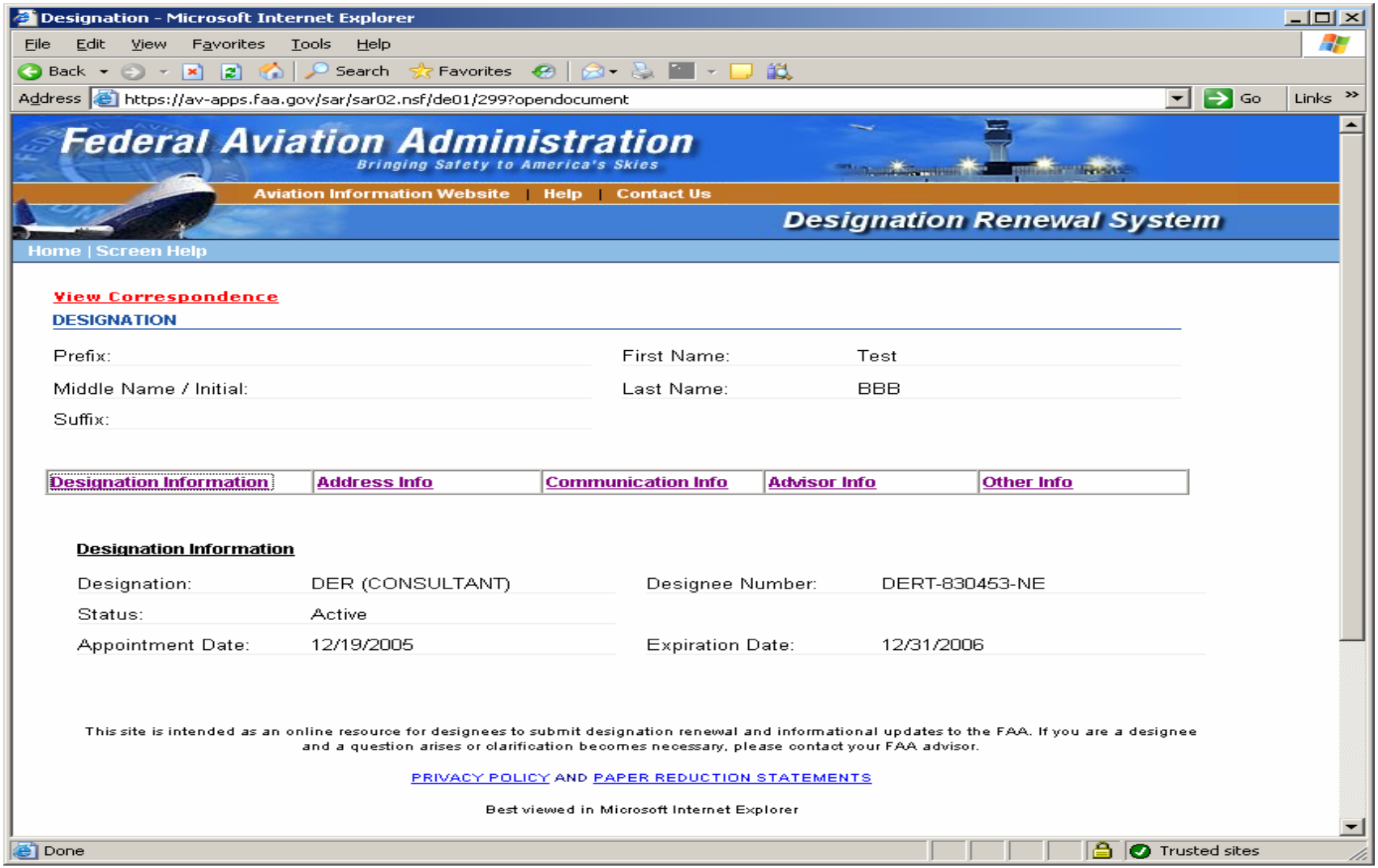
Profile Change Request Screen



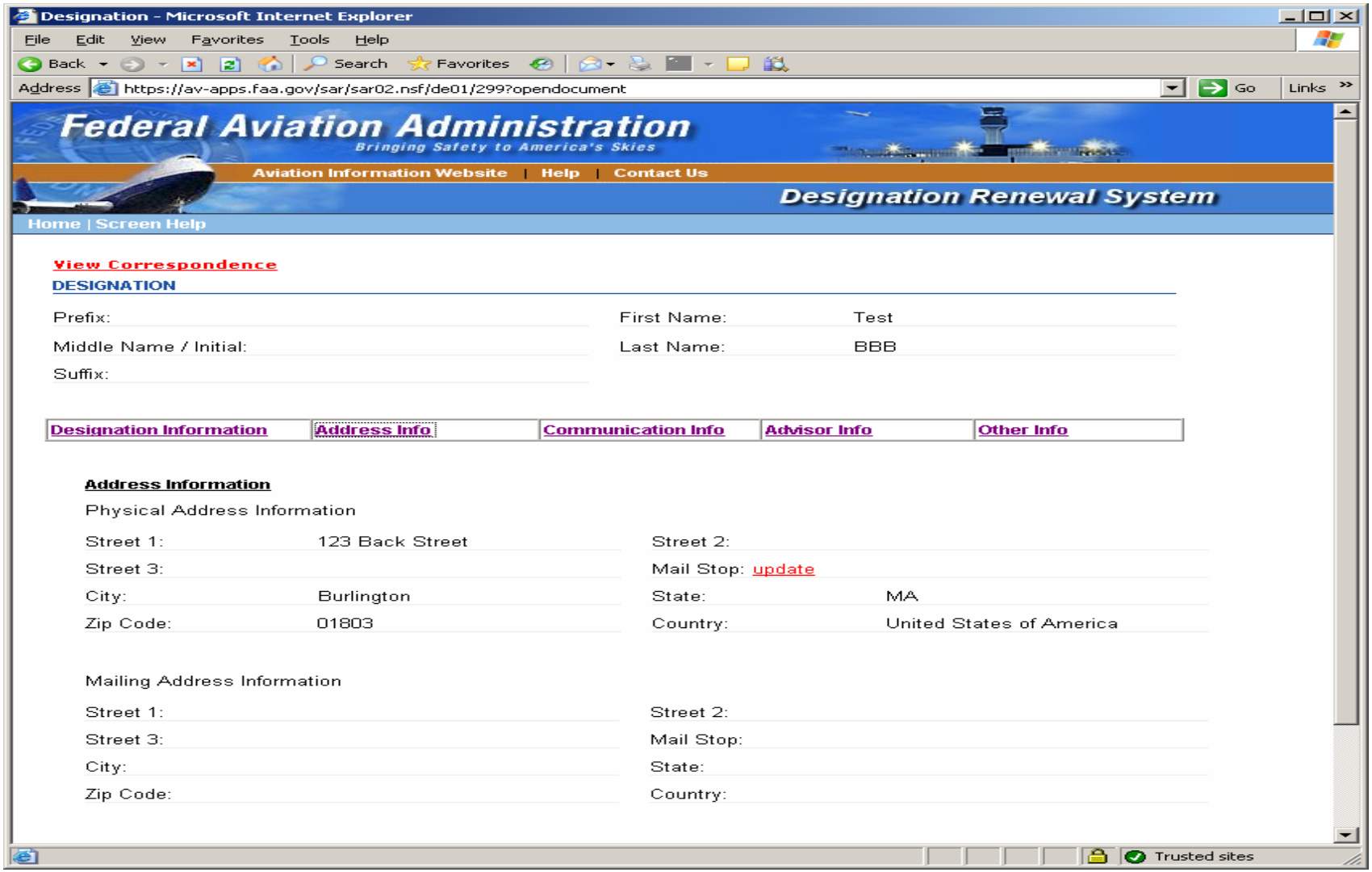
Designee Profile Screen



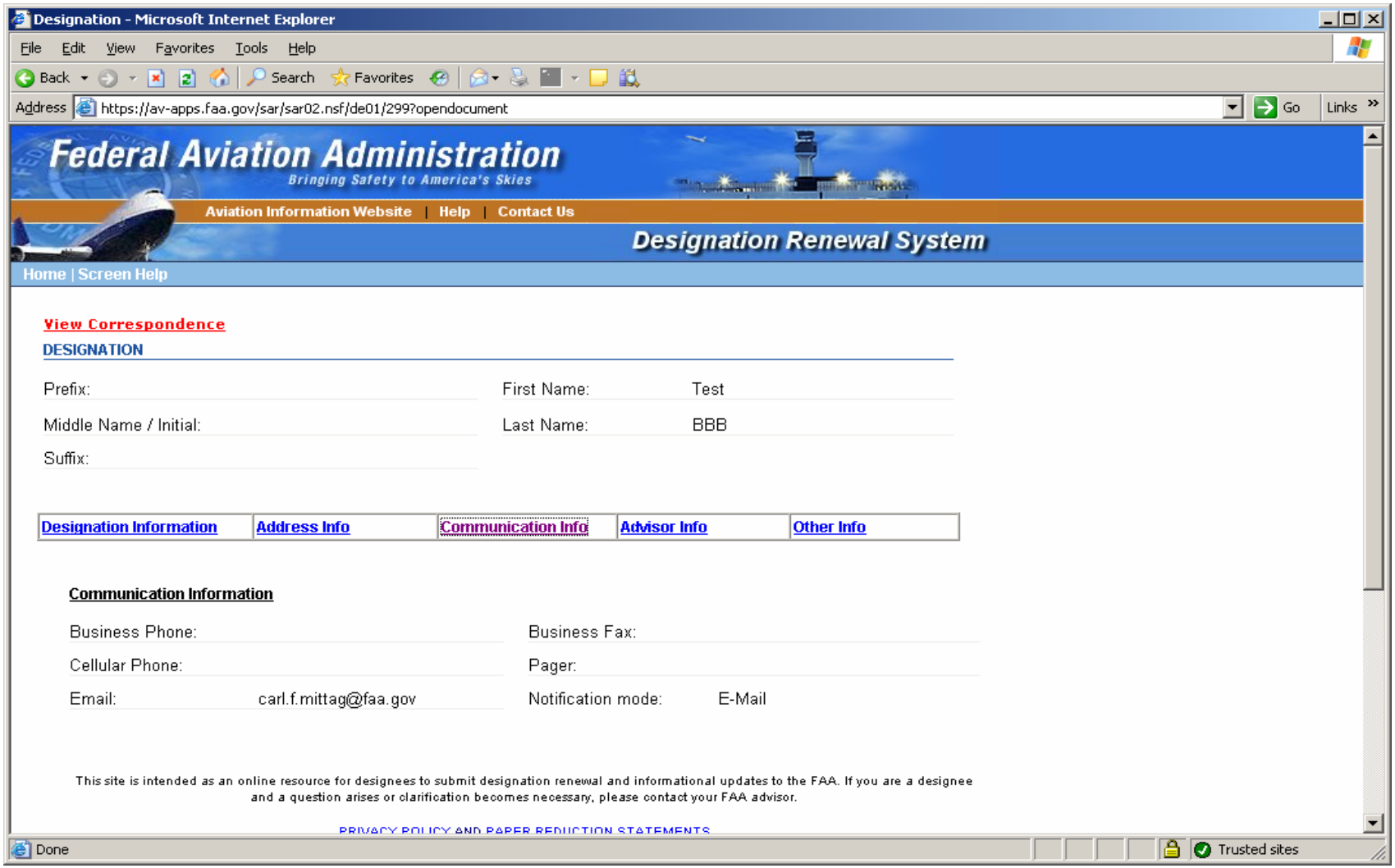
Designation Information



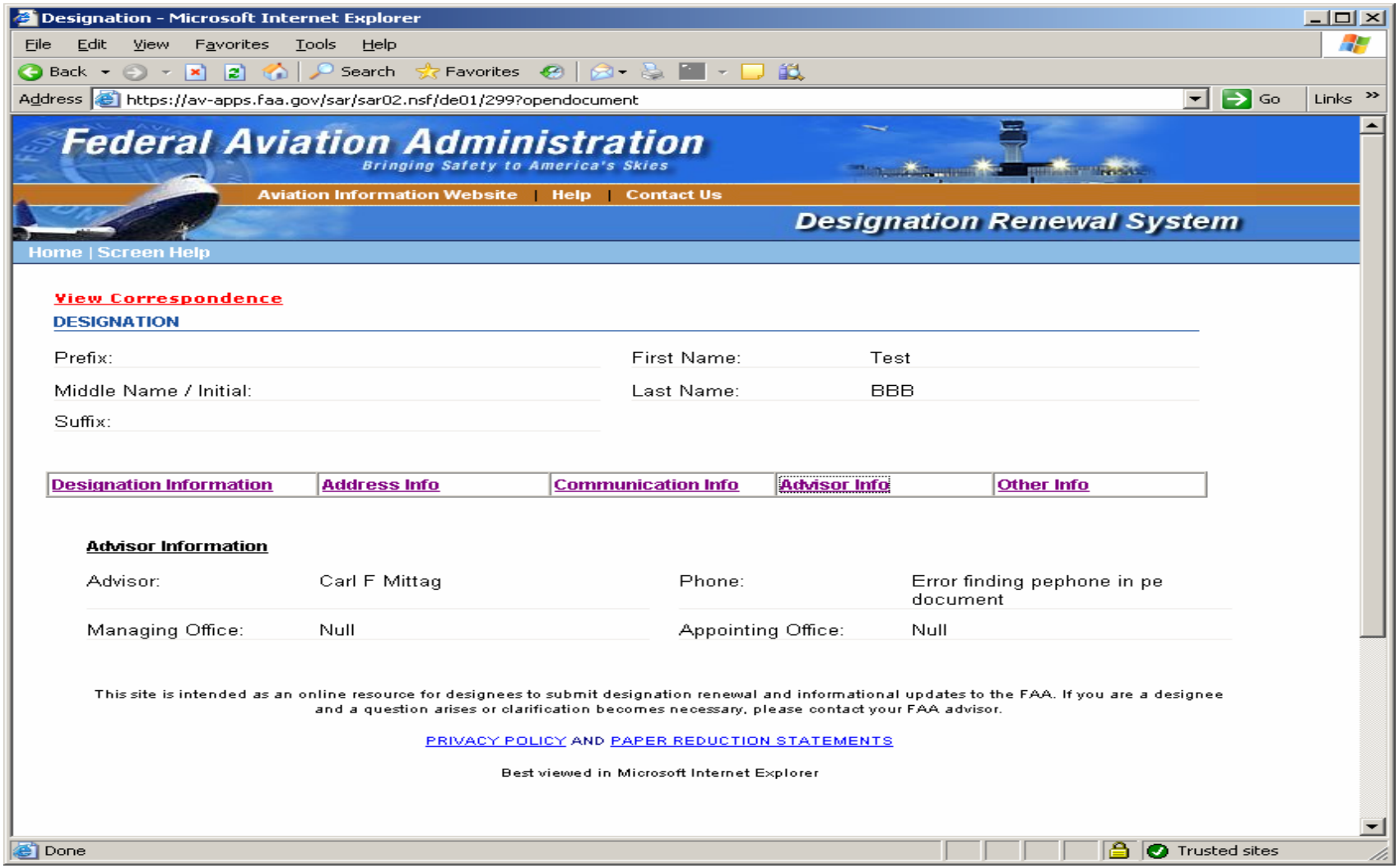
Address Information



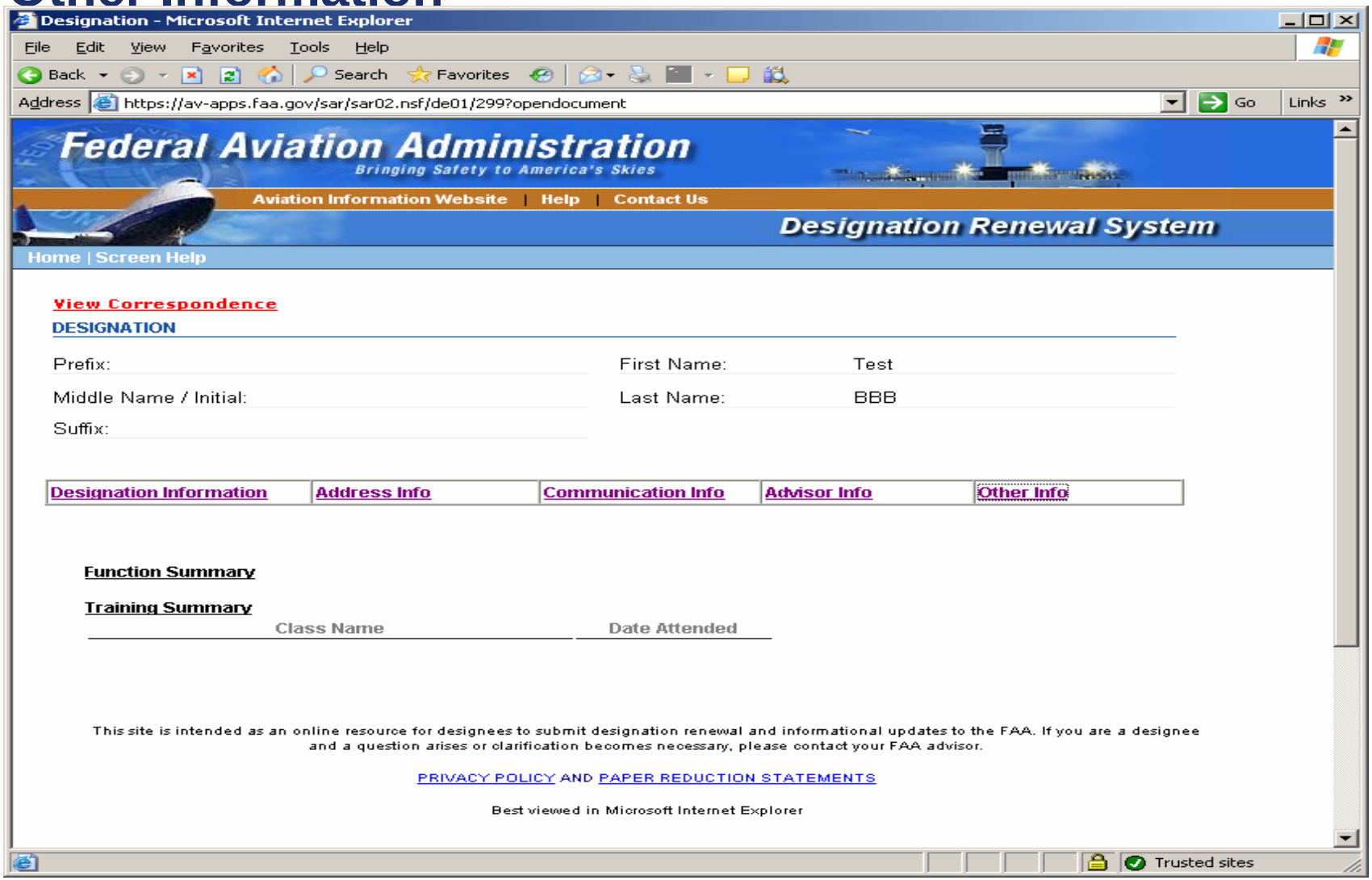
Communication Information



Advisor Information



Other Information



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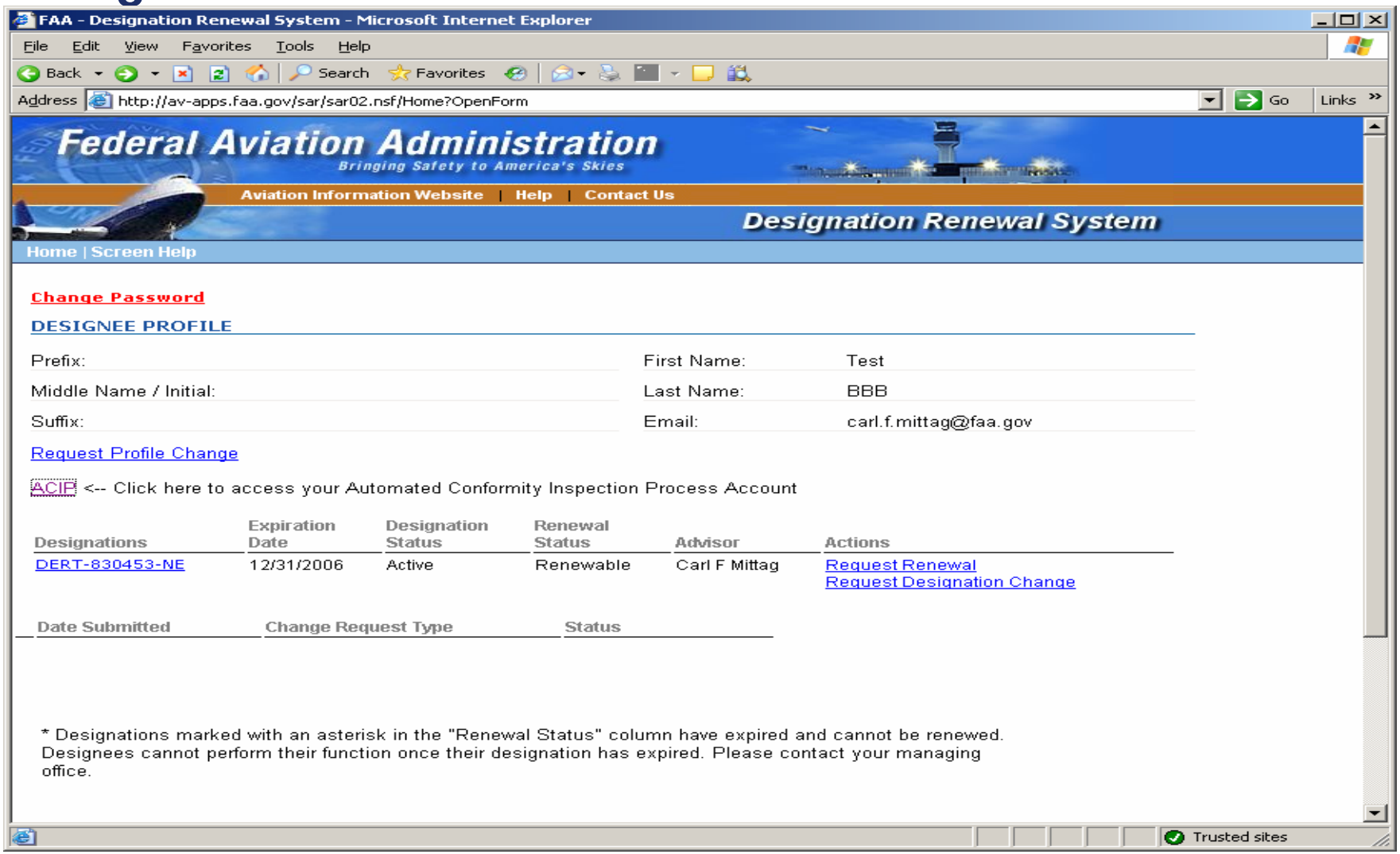
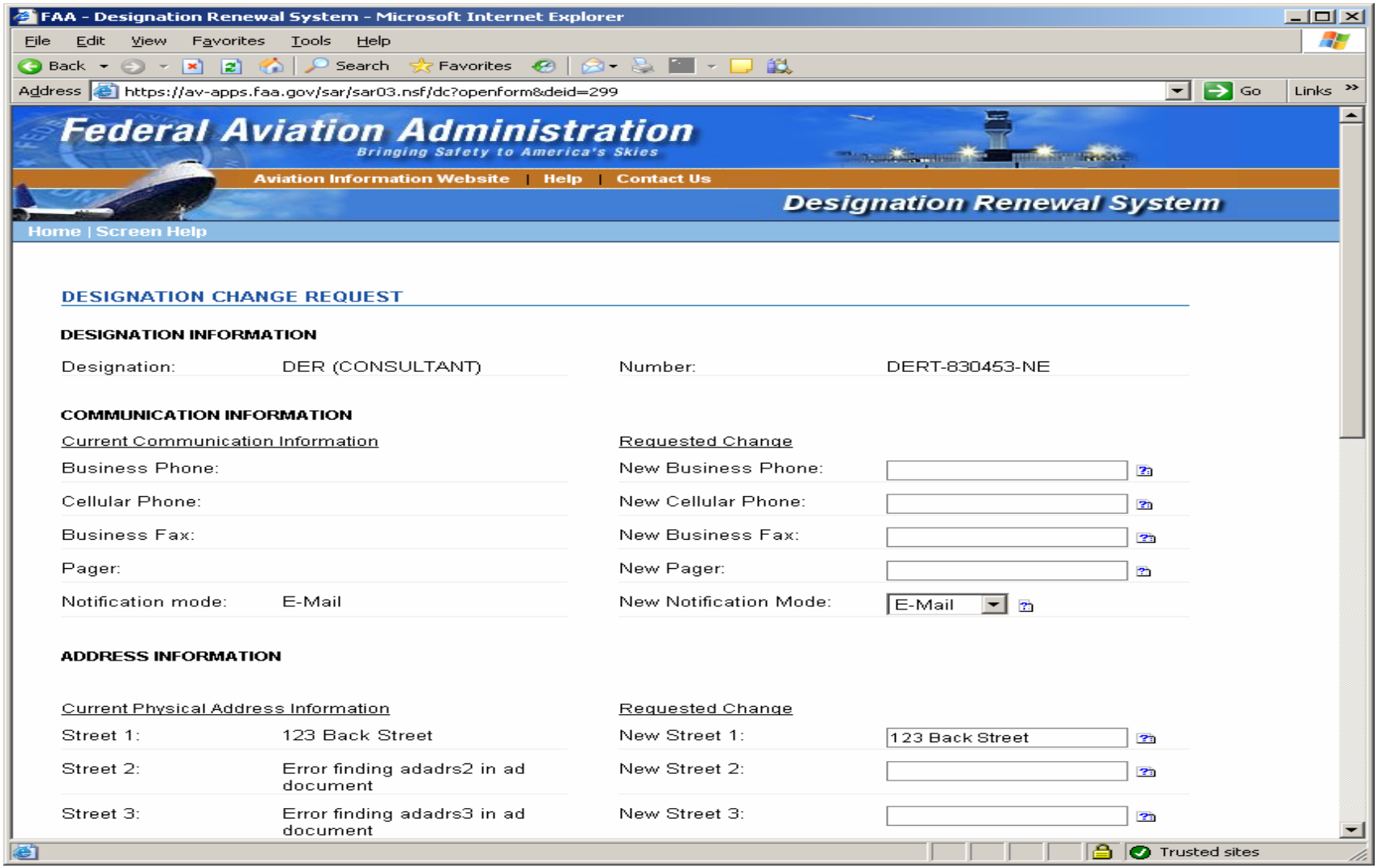


Designation Change Request



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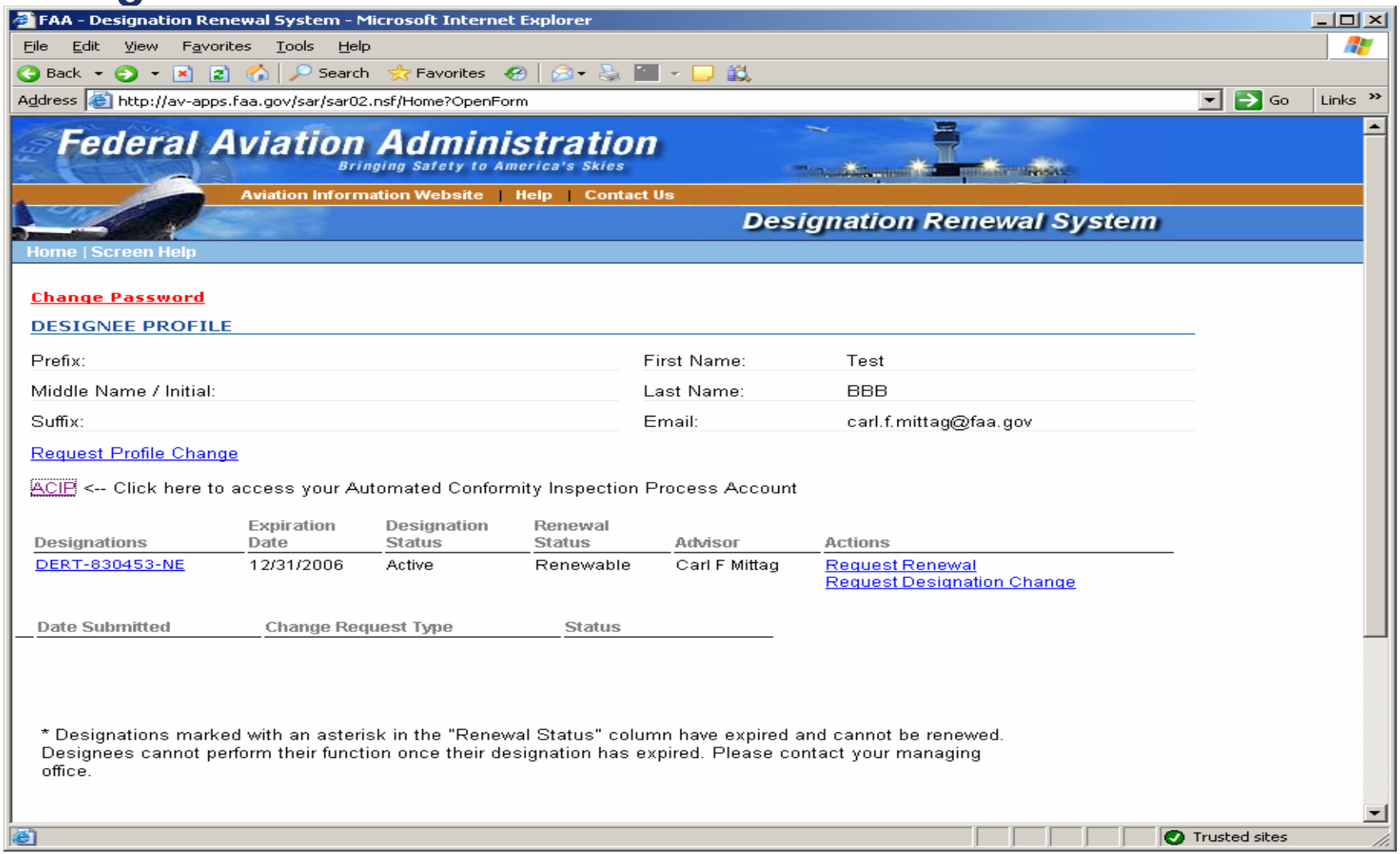
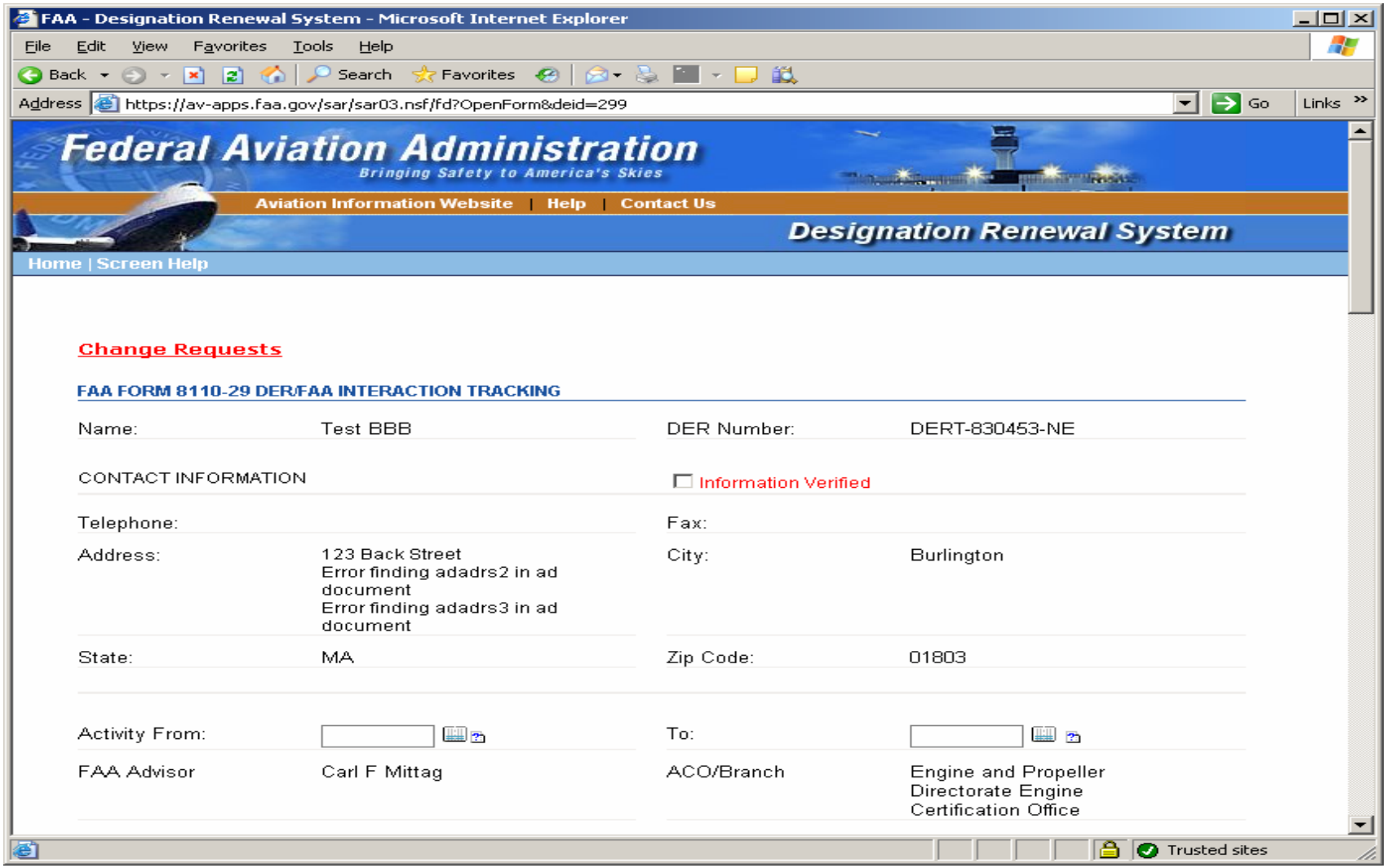
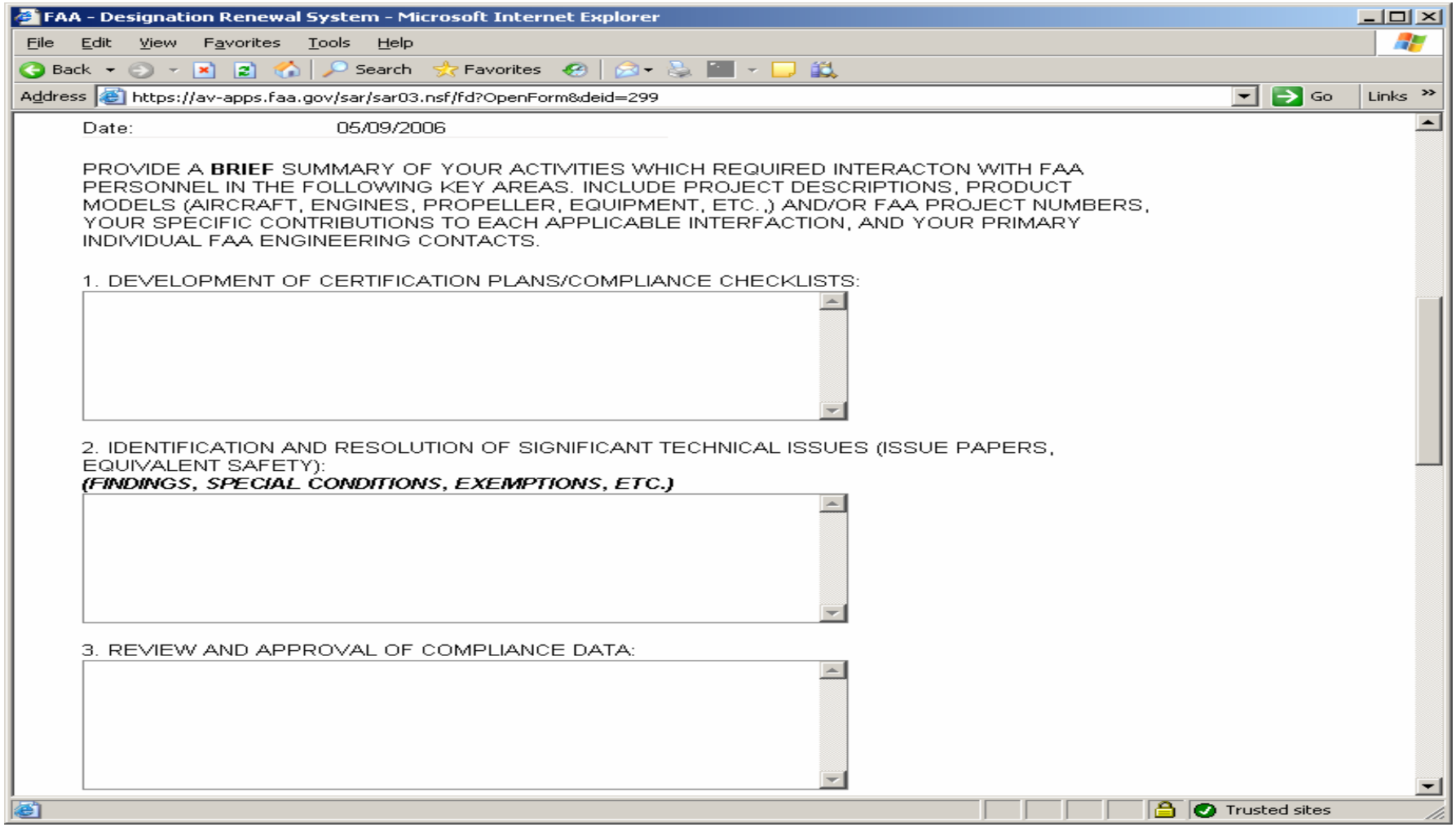


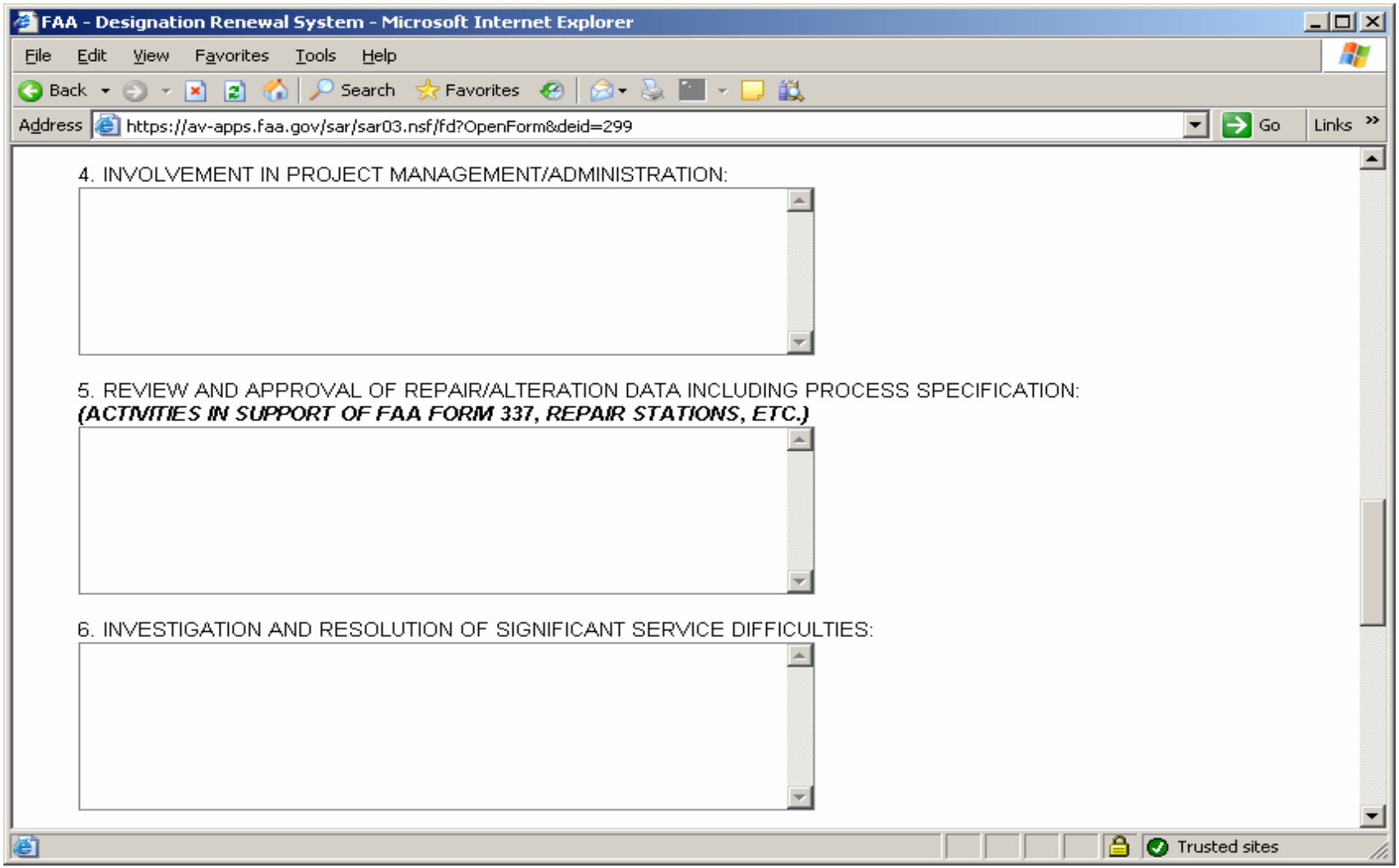
FAA FORM 8110-29 DER/FAA INTERACTION TRACKING



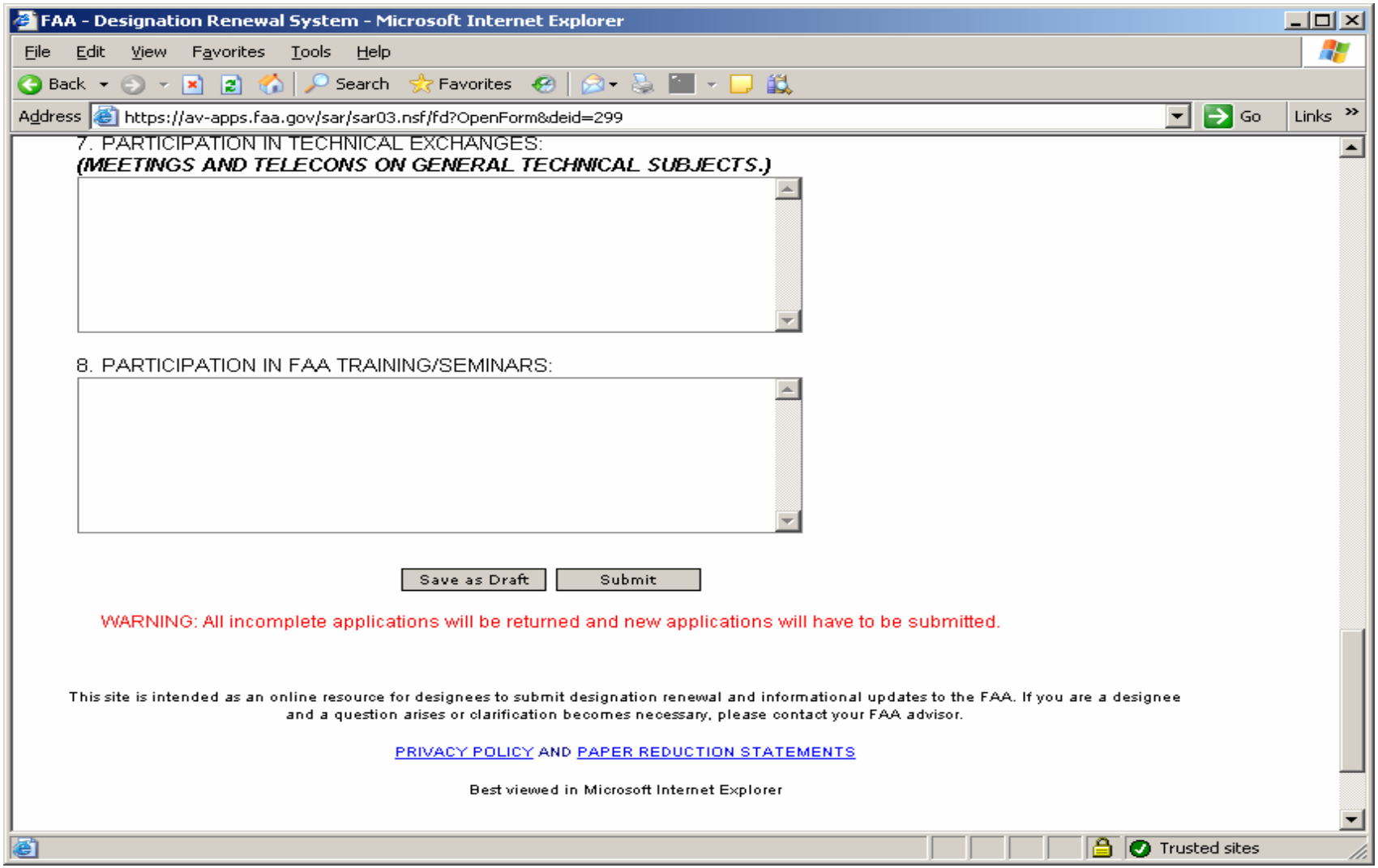
FAA FORM 8110-29 DER/FAA INTERACTION TRACKING (Cont.)



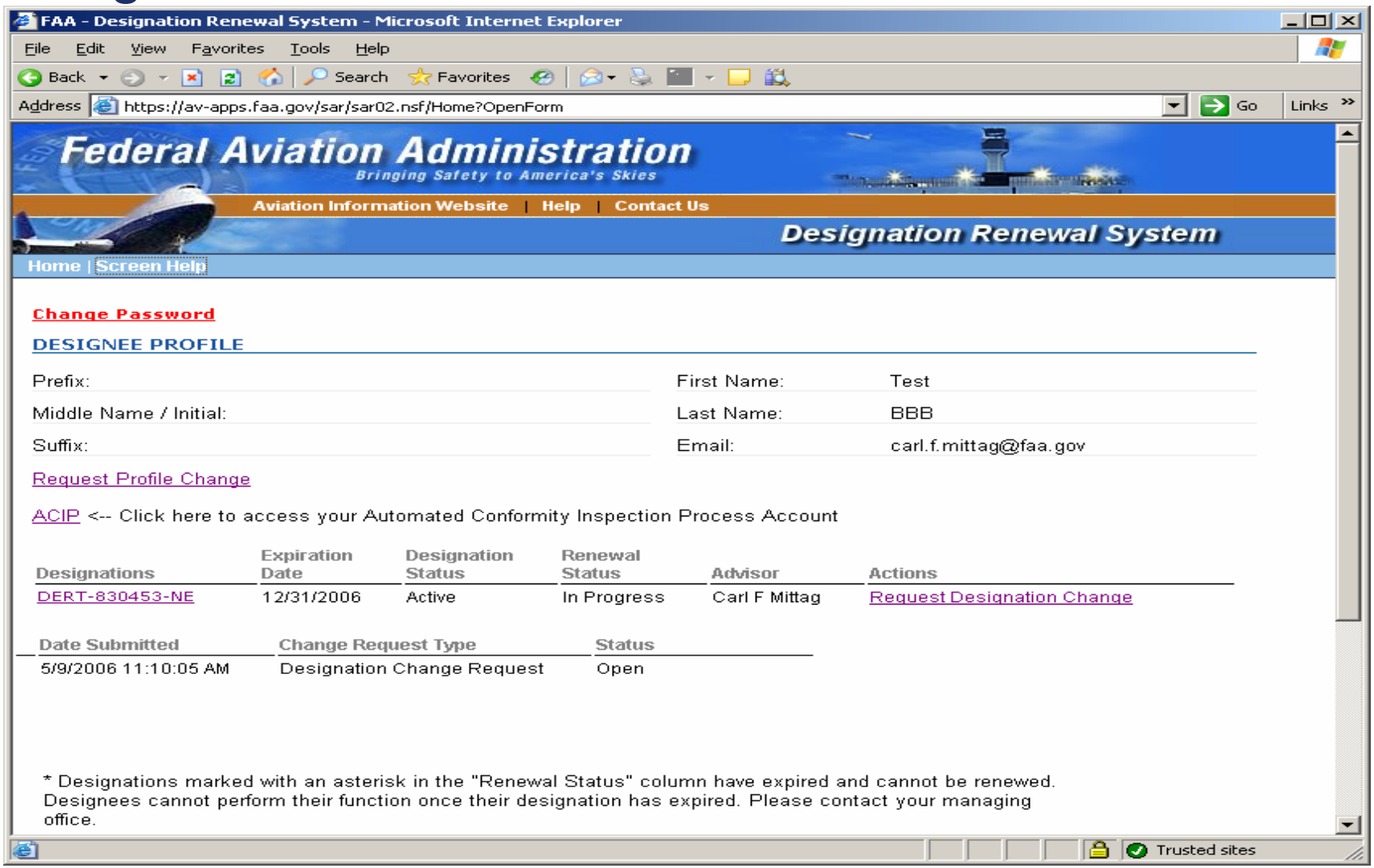
FAA FORM 8110-29 DER/FAA INTERACTION TRACKING (Cont.)



FAA FORM 8110-29 DER/FAA INTERACTION TRACKING (Cont.)



Designee Status



Renewal System Summary

The Renewal System

- **Used to submit change requests for:**
  - Profile changes – change a designee's name or e-mail address.
  - Designation changes – change designee's contact numbers and their preference for mail or electronic communication.

  NOTE: These requests are approved or denied by the designee's advisor(s).

- **Used to submit your FAA FORM 8110-29 DER/FAA INTERACTION TRACKING Form electronically.**

What's next?

- **The Web based renewal system is live now.**
- **Rotorcraft Directorate DER Advisors, DPCs and managers have completed training.**
- **The first renewals will begin with those DERs having an expiration date of July 31, 2006.**
- **URL: https://av-apps.faa.gov/sar/sar02.nsf/f_login?openform**

Designee Renewal System

Questions?